



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**



Update



Formal Review

Date Submitted _3/27/2014__

SECTION I - Identification

Working Title: Applications Programming Supervisor **Department:** Transportation

Job Code Number: 151117

Division & Bureau: Information Services
Division, Applications Programming

Job Code Title: Computer Supervisor

Section & Unit:

Pay Band: 7

Work Address: 2701 Prospect Ave
Helena, MT 59620

Position Number:
81015, 81024, 81102, 81105

Phone:

☐ FLSA Exempt ☒ FLSA Non-Exempt ☒ Non-Union ☐ MPEA ☐ Blue Collar

Profile Completed By:
Kevin Kauska

Work Phone:
444-7326

Work Unit Mission Statement or Functional Description:

The information Services Division (ISD) provides a full range of services for the Montana Department of Transportation. The Senior Management team along with their section supervisors within the division, plan, coordinate, design, install, and maintain the department's information technology infrastructure. Services provided include network management, server systems administration, desk top and mobile computer systems administration, database administration, applications development and maintenance, integrated systems development, Internet and Intranet web page development, data security and disaster recovery services, geographic information systems (GIS), global positioning systems (GPS), roadway information collection, user support, training, imaging services, duplication services, electronic information management, IT research and development, budget development and monitoring, procurement administration, contract administration, and project management.

Describe the Job's Overall Purpose:

Directs and manages the applications programming team in the development of the new systems and maintenance of existing systems to meet the needs of the department's business processes and the training of the department personnel in the use of the systems. Directs the analysis of current and

potential computerized business process requirements and requests and coordinates the development, installation and maintenance of computerized business applications and their integration with other systems. This position reports to the Applications Manager and directly and indirectly supervises a combination of up to 10 senior analysts, professional consultants and project managers.

SECTION II - Major Duties or Responsibilities	% of Time
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Business Applications Programming Planning and Implementation (60%)

Develop, implement and enforce Business Applications programming policies, goals, objectives, and methods for Business Applications supported by the Information Services Division. Ensure that all programs are in compliance with state and federal requirements and laws. Establish and manage, in conjunction with the Applications Manager, the section's vision, mission, goals, objectives and priorities.

1. Manage the provision of requirements determination, feasibility, analysis, design, programming and maintenance of the department's business related computerized applications.
2. Manage the performance of IT related research, recommendation, and development functions including software diagnosis and repair services.
3. Manage the analysis of user needs and objectives using knowledge of principles, practices, and theories of computer programming, systems design, and business process flows.
4. Manage and participate in the evaluation of and possible installation of systems developed outside of MDT including systems developed by contract programmers, other states, or the federal government.
5. Manages and participates in the creation and enforcement of computer based data, application, and system development standards for the department.
6. Manages the design and implementation of technical courses and training regarding supported applications as appropriate for the department's computer users.
7. Manage and participate in the evaluation of existing programs or purchased software programs to determine if these programs meet or continue to meet user needs.
8. Manage and participate in the analysis of the department's business operations and consultations with headquarters and the field administrative management and technical personnel concerning the need for feasibility of the department's business computer applications and systems.

Team Supervision and Administrative (40%)

Supervise 10 Computer Systems Analysts. Manage the Applications Programming Team to ensure defined support for projects, optimized use of staff, maximized efficiency, compliance with state requirements, and continued high quality program operations.

1. Establish, monitor and manage office work plans, priorities, procedures, and progress through meetings and consultations.
2. Develop overall team responsibilities and resource management.
3. Establish, measure, reward, correct, and appraise performance standards for work force, including completing performance appraisal documentation and processes.
4. Manage training and work force development by assessing needs and coordinating efficient training, assessing effectiveness, and modifying programs as appropriate. Create, update and support career plans for each employee.
5. Assist the Applications Manager in planning and allocating the sections budget.
6. Direct business case development for applications and projects to ensue cost effective alternatives.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Duty A, Team Supervision and Administration and Duty B, Business Applications Programming Planning and Implementation are considered essential functions because they require specialized skills and are the reason the job exists.

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Lifting and carrying light items (papers, books, computer components).
- Remaining seated for extended periods of time, with occasional walking; standing; bending.
- Travel within and out of state by auto & airline to training and meetings.
- Operating a personal computer.

MENTAL

- Directing, supervising, negotiating, disciplining.
- Communicate in writing, in person, and over the phone.
- Ability to multi-task.
- Demands for accuracy in all of work.
- Ability to meet inflexible deadlines.
- Complex mathematics.
- Comparing data.
- Compiling information, analyzing, coordinating, synthesizing, negotiating, instructing.

Does this position supervise others? ☒ **Yes** ☐ **No**

Number directly supervised: up to 10

Position Number(s) of those supervised:

81014, 81011, 81023, 20005, 81025, 23010, 81108, 81020, 20040, 81002

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

- Knowledge of the theory, application, and practices of both information management and business management.
- Knowledge of project planning and management; analytical methods and technologies.
- Knowledge of computer hardware, software, networks databases, and their capabilities.
- Knowledge of employment law, program requirements, and personnel management practices and techniques.
- Knowledge of information systems analysis, documentation, implementation, and maintenance.
- Knowledge of system development, functional applications, proprietary languages, customer service standards, data management products, data structures and interrelationships.

SKILLS:

- Skills in project management; business process analysis and documentation; planning and organizing the work of others; drawing conclusions and making recommendations.
- Skills to apply personnel management, procurement management, contract development, and administrative techniques.
- Skills to manage complex system administration and development projects.

- Skill to manage a large staff effectively and efficiently.
- Skill to lead teams and motivate individuals; provide mentoring and assist in defining career plans.
- Skill to manage change in an atmosphere of rapid technology change.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Computer Science, Information Systems, or Business Management.

Other education, training, certification, or licensing required:

Computer Science, Information Systems, or Business Management

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience:

This position requires a minimum of one year of supervision or team lead experience with professional and/or technical staff in the information technology field. This position requires at least two years of project management experience in an information technology business environment and four years of application programming experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Any combination of additional related work experience and successfully completed years of college totaling four may be substituted for the degree requirement. Every 30 completed passed semester credits (or equivalent in quarter credits) from an accredited college or university will be considered as one year of college.

SECTION IV – Other Important Job Information

<input checked="" type="checkbox"/> Fingerprint check	<input type="checkbox"/> Valid driver's license
<input checked="" type="checkbox"/> Background check	<input type="checkbox"/> Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Designee/Human Resources Division

Signature: _____ Date: _____